

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-03**

TITLE: Support for NPDES Permitting Activities for Nutrient Pollution

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

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PERIOD OF PERFORMANCE: March 28, 2017 through June 30, 2017

BACKGROUND:

Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for the implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. To effectively implement the NPDES program, WPD develops national regulations, policies, and guidance, and supports the Environmental Protection Agency (EPA), Regions, Tribes, and States. WPD also provides technical support to the regulated community in assuring compliance with the Clean Water Act (and other statutes as they relate to the NPDES program).

Nutrient pollution consists of excess contributions of nitrogen and phosphorus to the Nation's surface waters and has consistently ranked as one of the top causes of degradation in U.S. waters for more than a decade. Excess nitrogen and phosphorus lead to significant water quality problems including harmful algal blooms, hypoxia and declines in wildlife and wildlife habitat; as recently seen in places like the Gulf of Mexico and Chesapeake Bay.

Current approaches developed to address permitting for toxic pollutants do not fully address the issues associated with developing nutrient permit limits that protect water quality standards. Many waterbodies do not have numeric criteria for nutrients. The effects of nutrient pollution are widespread and the sources are from both, point and non-point sources. Permitting authorities are often faced with a daunting task of protecting water quality, especially on impaired waters where no TMDL has been developed.

It is essential that WPD effectively communicate information related to nutrient pollution in NPDES permits and how state and regional permitting authorities can address nutrient pollution. Using existing data sources and information about existing state implementation procedures, WPD Developed and implemented a series of in-person trainings *to* ensure the NPDES program effectively and efficiently achieves programmatic goals and protects water quality related to nutrient pollution.

To assist permit writers in determining how to develop permit limits for nutrient pollutants under such conditions, EPA is;

1. Adapt “in-person” training materials that have already been developed and piloted with state and regional permitting authorities to an online version that will be more readily available to permit writers,
2. Support 7 “in person” nutrient trainings/workshops with state permit writers and managers over the next 5 years
3. Support state and regional permitting authorities develop implementation procedures and water quality-based effluent limits for nutrients
4. Reviewing state water quality standards, implementation procedures, permits with nutrient limits, reasonable potential procedures, nutrient reduction strategies, technical documents developed by external stakeholders, and other information sources to inform the development of additional training resources and options for additions nutrient permitting practices.
5. Providing regular updates on the status of nutrient limits and monitoring requirements in NPDES permits.

OBJECTIVE:

The objective of this work assignment is to provide technical support to EPA in its continued efforts to communicate information on nutrient pollution to NPDES permit writers on the state of nutrient requirements in NPDES permits, review and summarize state and regional implementation procedures related to nutrients, and update and develop online nutrients training materials. The target audience is NPDES permit writers, state and regional water program managers and other key NPDES program stakeholders, such as regulated point source dischargers.

As outlined above, technical support will include the following:

1. Nutrient Training Activities

- a. **In-Person Training Materials and instructor** - the contractor shall provide support to EPA NPDES training staff for one instructor for an in person training in June 2017. The location and date are still to be determined.
 - b. **Online Training Materials** -Technical support will include the adaptation of existing training materials used to train state and regional NPDES permit writers to an online version of the training. Support will also entail assisting EPA in informing, educating, and involving key NPDES program stakeholders and permit writers on issues affecting implementation of the NPDES program as it pertains to the training. Reference guidances includes but is not limited to, the Technical Support Document for Water Quality-based Toxics Control (1991), the U.S. EPA NPDES Permit Writers' Manual, Watershed-based NPDES Permitting Technical Guide, and Watershed- based permitting technical and implementation guidance, Water Quality Trading Toolkit for Permit Writers.
2. **White papers related to State nutrient permitting procedures and practices and alternative nutrient permitting practices (e.g. alternative statistics than those presented in the TSD, watershed approaches, predictive models etc.)** – the review and development of summary documents/white paper on the of current state and regional permitting practices related to the implementation of nutrient criteria both numeric and narrative, and additional/alternative permitting approaches, statistics, models and critical conditions identified in various external stakeholder technical documents (to be provided to the contractor from the WACOR) In order to narrow/focus these papers, the contractor and WACOR shall first engage in a scoping meeting to brainstorm what the scope of each of the topic papers will be.

Performance Work Statement: Contract Sections 3.4, 3.5, 3.7, 3.9

The administrative and technical tasks to be provided by the contractor under this work assignment shall support management, technical and logistical tasks associated with developing training materials and delivering the NPDES Permit Writer's nutrients training course, and review and analysis related to implementation procedures for nutrient water quality standards. The contractor will not be involved in Agency policy or decision making.

Task 1(Contract PWS 3.5, 3.9): Support and Participate in Workgroup and Work Planning Meetings

The contractor shall participate in up to 20 workgroup meeting/conference calls lasting up to 2 hours with the WACOR and key stakeholders to discuss the training materials and related document and workgroup comments. The contractor shall also participate in up to 8 work planning meetings with the WACOR, program experts and workgroup members. EPA will schedule and initiate each call or meeting. For each conference call, the contractor shall facilitate and provide technical subject matter expertise to these discussions.

Deliverables: Attendance at all calls

Task 2 (Contract PWS 3.9): Support for the NPDES Permit Writer's Training Course on Nutrient Pollution

Pre-course support: The Contractor shall provide technical support for updates to training materials developed for the "NPDES permit writers specialty workshop" under EPA CONTRACT NO. EP-C-11-009 Work Assignment 03. It is not anticipated that there will be an in person training during this Option period, however, this individual should be involved with editing and developing materials in Task 3.

Instructor(s): The Contractor shall provide one qualified instructor to conduct the NPDES Permit Writers' Training Course/workshop on Nutrient Pollution. Instructors will utilize the materials developed for the "NPDES permit writers specialty workshop" under EPA CONTRACT NO. EP-C-11-009 Work Assignment 03. Contractor will propose a draft list of names, biographical information and a resume for discussion with WACOR prior to submitting a final list to EPA. The instructors selected by the contractor and approved by EPA for a given course shall participate in several practice sessions and training planning sessions with EPA training staff to bring the contractor up to speed about the training ahead of presenting at an in person training. For planning purposes, the contractor should plan on up to 5 half day practice sessions at EPA HQ offices.

Deliverables:

	Deliverable	Due by
1	List of candidate instructors for EPA selection and approval	With work plan submission
2	Updated draft course materials	30 days after WACOR technical direction

Task 3 (Contract PWS 3.5, 3.9): EPA HQ NPDES Nutrients On-line Course for EPA WPD/OWM's NPDES Website:

EPA has developed and alpha tested an 8 module training for permit writers on how to adapt the TSD procedures for the use of developing water-quality based effluent limits for nutrients. The WACOR and team were in the process of incorporating edits from comments received during the alpha testing phase. Update shall include, but are not limited to ensuring that the scripts are updated and accurately reflect any changes to script and/or audio, the slide animation on all slides matches the audio, re-record any sections of the training that require content changes, and all available resources and hyperlinks are working properly.

The Contractor shall provide at least one individual who is an expert in developing online training materials using the "*articulate storyline*" software. In addition, the same individual identified in Task 2 above, should be involved in assisting WACOR in responding to and making updates to the materials for the online training based on comments from the Beta testing reference below.

Phase I: Finish incorporating comments and edits from alpha test of Nutrient training. The contractor shall use the “*Articulate: Storyline*” presentation development software to edit existing draft nutrient training and complete updating the presentation based on the outstanding comments. WACOR will provide the contractor with a spread sheet of the comments, sorted by priority and clearly identify which comments need to be completed before re-publishing the modules. For costing purposes, the contractor should assume only 2 of the 8 modules need to be edited in Phase I. the WACOR shall provide the contractor will all the necessary files, developed using the “Articulate Storyline” to the contractor so they can make the necessary changes. The contractor shall then publish all eight modules on an internal server, through which the WACOR and team will review the modules. For costing purposes the contractor shall assume that there are between 20 -40 outstanding comments to address in the training, 15-20 of which will require re-recording of the audio and editing of the script by EPA staff on the nutrients team. ***The contractor will deliver a final draft NPDES Nutrients on-line course for EPA’s final review on an intra-agency link for the Beta test by or before (April 30, 2017).***

Phase II: Beta testing the modules. The final review production step is for the contractor to establish an EPA internal only (not live) intra-agency link or site for selected EPA HQ staff and the contractor to *Beta test* the draft final on-line EPA HQ NPDES **Nutrients** on-line course prior to it being posted “live.” It is anticipated that the training will be reviewed by additional offices within EPA and all 10 EPA regional offices. This phase of testing is to ensure that the training is working properly on multiple platforms and identify any content issues that would cause problems for the Agency when this goes public. EPA offices that may be included in this phase of testing include, but are not limited to, The office of Science and Technology (OST), The office of wetland, ocean and watershed (OWOW), Office of Enforcement and Compliance Assurance (OECA), and Office of General Counsel (OGC). The WACOR will initiate the test, but the contractor shall be responsible for collecting and compiling comments. ***The contractor will deliver a matrix of comment received from all Beta testers for EPA’s review within 15 days of receiving final comments.***

The WACOR working closely with the contractor will review the feedback/comments from the Beta testing trials and revise and finalize the on-line **Nutrients** course, as necessary, for possible concept refinements for better viewer understanding, errors in the visual or narration presentations, pacing or clarity of the presentations and/or how well the automated toggles or other course exercise features work including the certificate generation. ***The contractor will deliver a final draft NPDES Nutrients on-line course for EPA’s final review within 30 days of final comments by WACOR.***

Deliverables:

	Deliverable	Due by
1	Monthly updates to detailed schedule with milestones	Monthly
2	draft NPDES Nutrients on-line course for EPA’s final review on an intra-agency link for the Beta test	April 30, 2017

3	Matrix of comments from Beta Testing with recommended solutions/responses to comments	<i>within 15 days of receiving comments from Beta Testing</i>
4	draft NPDES Nutrients on-line course for EPA's final review after editing to incorporate comments from Beta test	<i>Within 30 days of final comments from WACOR.</i>

Task 3 (Contract PWS 3.4, 3.5, 3.7): Review of State nutrient permitting procedures and alternative nutrient permitting practices

The contractor shall research and develop a series of 3-5 white papers analyzing various aspects of nutrient permitting practices and procedures. Topics for these white papers may include, but are not limited to:

- implementation procedures of numeric nutrient criteria numeric
- implementation procedures of narrative criteria numeric,
- review of alternative critical conditions selection to support the adapted TSD approach to support content of the nutrient training developed under task 2
- technical review and policy impacts of alternative permitting approaches (alternative to TSD approach) identified in various external stakeholder technical documents (to be provided to the contractor from the WACOR)
 - Technology based approaches to permitting for nutrients
 - Watershed approaches to permitting for nutrients
 - Alternative statistical methods
 - Use of dynamic, predictive models

In order to narrow/focus these papers, the contractor and WACOR shall first engage in a scoping meeting to brainstorm what the scope of each of the topic papers will be. This scoping meeting shall occur no later than April 30, 2017.

For planning purposes, the contractor shall assume each paper will be no more than 10 pages in length and will contain a combination of technical analysis and policy/guidance review for impacts on existing regulations, policy and guidance.

ESTIMATED LEVEL OF EFFORT: 670 Hours

REPORTING:

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in a format compatible with Microsoft Office 2013, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, any written materials submitted to EPA must be doubled-sided and on recycled paper. Any computer disks submitted to the WACOR shall be scanned for and identified as free from viruses.

ANTICIPATED TRAVEL REQUIREMENTS:

Some limited local travel may be necessary to attend meetings with the WACOR.

ADDITIONAL REQUIREMENTS:

Upon issuance of written technical direction, the contractor shall submit for inspection all work in progress at any time under this work assignment. The contractor shall develop and maintain files supporting each task. The contractor shall contact the EPA Contract-Level Contracting Officer's Representative (CL-COR) and/or WACOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the EPA CL-COR and the WACOR.

CONTRACTOR IDENTIFICATION:

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS:

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for this work assignment.

Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the Project Officer and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning

subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement:

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Project Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI):

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel

directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. Subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guideline and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 0-05								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number	Title of Work Assignment/SF Site Name Wet Weather Pollution Control								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 03/01/2017 To 06/30/2017								
Comments:										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2017		Cost/Fee:			LOE:					
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Mohammed Billah <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2228 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> (Signature) </div> <div>2/28/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-05**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

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PERIOD OF PERFORMANCE: March 1, 2017 through June 30, 2017

OBJECTIVES: This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs.

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 6 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the

six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 2-5 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. WACOR will be providing more specific technical direction as needed.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the

development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA). The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II MS4 coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized areas, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the MS4 Program (total cost and cost of any component of the stormwater program, i.e., six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost

reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate, the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA's implementation of the Multi-Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor will provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA's implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In

addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
 - Updated Small Residential Lot SWPPP Template.
- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor will also provide assistance in developing a proposed rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The

communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

TASK 5 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 6 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans. For planning purpose EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Contractor shall provide the initial draft document within 2 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 7 – Support for the Great Lakes CSO Public Notice Rulemaking

SUBTASK 7A: Guidance for Permittees

A draft compendium of current public notice practices was compiled under a previous contract to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to finalize it for use as a record item for the final rulemaking. Additional deliverables may be added under this task in the future (e.g., potentially a guidance document for permittees); for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.

SUBTASK 7B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR and economic analysis for the final rulemaking which estimates the burden of the new requirements on permittees and states. An ICR was developed for the proposed rulemaking and EPA expects comments on that ICR. When comments are received, both from the public and from OMB, the contractor will review and summarize those comments on the ICR. An economic analysis

was also included in the proposed rulemaking record. That analysis uses many of the assumptions presented in the ICR. The contractor will review and summarize public comments received on the economic analysis. The contractor will also review draft versions of the final regulatory text and summarize any changes that will need to be made to the ICR and economic analysis to reflect the final rule. The contractor will meet with EPA (by phone or in person) to discuss details of changes to the scope and assumptions in the ICR and economic analysis that will be used to estimate the burden of the new requirements of the final rule on permittees and states.

Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables under this period of performance are related to summarizing comments, discussing potential changes to the analyses, and preparing early drafts of the final rule ICR and economic analysis.

DELIVERABLES:

- Contractor shall provide summaries of comments received on the ICR and economic analysis within two weeks of the close of the public comment period and within two weeks of receiving any additional comments from OMB.
- Contractor shall prepare for and participate in meetings/calls with EPA to discuss potential changes to the ICR and economic analysis within five days of receiving technical direction from WACOR.
- Contractor shall provide Draft ICR and economic analysis within three weeks of meeting with EPA regarding scope and assumptions.

SUBTASK 7C: Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; supporting coding of comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses.

Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

At this time, EPA anticipates that comment response efforts will begin under the period of performance for this contract, but they will not be completed. Activities that may occur during this period of performance are likely to include: summarizing significant comments received, coding public comments, and entering comments into a database. Limited work may be requested on responding to comments during this period of performance as well, subject to rulemaking schedule.

DELIVERABLES:

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.
- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.
- Based on technical direction from EPA, the contractor may be asked to begin developing responses to comments. For planning purposes, the contractor can assume that EPA will ask for draft responses to two comment response code categories during this period of performance.

SUBTASK 7D: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for 10 two-hour meetings by phone and five, local in person meetings. In addition, contractor can assume 120 hours of support related to data analyses.

DELIVERABLES:

- The contractor may be asked to help prepare materials to be distributed to meeting attendees.
- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.
- Other general technical support will be requested by technical direction on an as-needed basis.

SUBTASK 7E: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR

quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractors cost estimate, the contractor can assume 100 hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 14 days of receiving direction from EPA
- The contractor shall submit draft new record items within 21 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 7 days of receiving EPA's review comments.

TASK 8: Combined Sewer Overflow (CSO) Program Support

Finalizing Advanced Technology for Wet-Weather Control and Decision Support Document

- The contractor shall make the document 508 compliant.
- The contractor shall format the document as necessary.
- The contractor shall do some minor modification as per technical direction of WACOR.
- WACOR will be providing the draft Advanced Technology for Wet-Weather Control and Decision Support document.
- For planning purposes, EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Draft Word version within 2 weeks of receiving the documents from WACOR.
- Final PDF and Word version within 2 weeks of receiving comments from WACOR.

TASK 9 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 1,800 hours.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

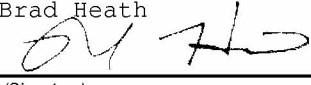
SPECIAL INSTRUCTION:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p>

	<p>exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
<p>Quality of Product/Services The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-05				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name Wet Weather Pollution Control				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/23/2017 To 06/30/2017				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Mohammed Billah							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-2228			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>3/23/2017 (Date)</div> </div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-05
AMENDMENT 1**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

Mohammed Billah
Municipal Branch (MC: 4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
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(202) 564-2228
billah.mohammed@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

Lisa Biddle
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(202) 566-0350
biddle.lisa@epa.gov

PERIOD OF PERFORMANCE: March 23, 2017 through June 30, 2017

OBJECTIVES: This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 6 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 2-5 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. WACOR will be providing more specific technical direction as needed.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1D: NPDES Branch Chief Meeting, Chicago, IL – April 24 to April 27, 2017

WACOR is directing the contractor to do the necessary works as describe below to facilitate the NPDES Branch Chief meeting in Chicago, IL from April 24 to April 27, 2017.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR.
- Revise and finalize the BC meeting agenda as per direction of WACOR.
- Develop a survey for the regions to prioritize the BC agenda topics.
- Facilitate the BC meeting in Chicago, Il. starting April 24 -27.
- Develop a list of action item from the meeting.
- Continue to facilitate and monitor the actionable item after the BC meeting.
- Take the meeting notes and submit a report.

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR.
- Draft report within two weeks of the workshop end date.
- Final report within one week of receiving comments from WACOR.

SPECIAL INSTRUCTION:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA). The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing

specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II MS4 coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized areas, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the MS4 Program (total cost and cost of any component of the stormwater program, i.e., six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate, the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA’s implementation of the Multi-Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor will provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA’s implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
 - Updated Small Residential Lot SWPPP Template.

- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor will also provide assistance in developing a proposed rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4 – Integrated Planning Technical Assistance

In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

TASK 5 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 6 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans. For planning purpose EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Contractor shall provide the initial draft document within 2 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 7 – Support for the Great Lakes CSO Public Notice Rulemaking**SUBTASK 7A: Guidance for Permittees**

A draft compendium of current public notice practices was compiled under a previous contract to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to finalize it for use as a record item for the final rulemaking. Additional deliverables may be added under this task in the future (e.g., potentially a guidance document for permittees); for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.

SUBTASK 7B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR and economic analysis for the final rulemaking which estimates the burden of the new requirements on permittees and states. An ICR was developed for the proposed rulemaking and EPA expects comments on that ICR. When comments are received, both from the public and from OMB, the contractor will review and summarize those comments on the ICR. An economic analysis was also included in the proposed rulemaking record. That analysis uses many of the assumptions presented in the ICR. The contractor will review and summarize public comments received on the economic analysis. The contractor will also review draft versions of the final regulatory text and summarize any changes that will need to be made to the ICR and economic analysis to reflect the final rule. The contractor will meet with EPA (by phone or in person) to discuss details of changes to the scope and assumptions in the ICR and economic analysis that will be used to estimate the burden of the new requirements of the final rule on permittees and states.

Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables under this period of performance are related to summarizing comments, discussing potential changes to the analyses, and preparing early drafts of the final rule ICR and economic analysis.

DELIVERABLES:

- Contractor shall provide summaries of comments received on the ICR and economic analysis within two weeks of the close of the public comment period and within two weeks of receiving any additional comments from OMB.
- Contractor shall prepare for and participate in meetings/calls with EPA to discuss potential changes to the ICR and economic analysis within five days of receiving technical direction from WACOR.
- Contractor shall provide Draft ICR and economic analysis within three weeks of meeting with EPA regarding scope and assumptions.

SUBTASK 7C: Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; supporting coding of comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses.

Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

At this time, EPA anticipates that comment response efforts will begin under the period of performance for this contract, but they will not be completed. Activities that may occur during this period of performance are likely to include: summarizing significant comments received, coding public comments, and entering comments into a database. Limited work may be requested on responding to comments during this period of performance as well, subject to rulemaking schedule.

DELIVERABLES:

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.
- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.

- Based on technical direction from EPA, the contractor may be asked to begin developing responses to comments. For planning purposes, the contractor can assume that EPA will ask for draft responses to two comment response code categories during this period of performance.

SUBTASK 7D: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for 10 two-hour meetings by phone and five, local in person meetings. In addition, contractor can assume 120 hours of support related to data analyses.

DELIVERABLES:

- The contractor may be asked to help prepare materials to be distributed to meeting attendees.
- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.
- Other general technical support will be requested by technical direction on an as-needed basis.

SUBTASK 7E: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the dockets requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractors cost estimate, the contractor can assume 100

hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 14 days of receiving direction from EPA
- The contractor shall submit draft new record items within 21 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 7 days of receiving EPA's review comments.

TASK 8: Combined Sewer Overflow (CSO) Program Support

Finalizing Advanced Technology for Wet-Weather Control and Decision Support Document

- The contractor shall make the document 508 compliant.
- The contractor shall format the document as necessary.
- The contractor shall do some minor modification as per technical direction of WACOR.
- WACOR will be providing the draft Advanced Technology for Wet-Weather Control and Decision Support document.
- For planning purposes, EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Draft Word version within 2 weeks of receiving the documents from WACOR.
- Final PDF and Word version within 2 weeks of receiving comments from WACOR.

TASK 9 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section

according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 1,800 hours.

This estimated additional level of effort (LOE) for this amended work assignment is 200 hours.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 508 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

SPECIAL INSTRUCTION:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p>

	<p>exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
<p>Quality of Product/Services The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-05
AMENDMENT 2**

TITLE: Support for Implementation of Wet Weather Pollution Control Programs

**WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE
(WACOR):**

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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

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PERIOD OF PERFORMANCE: April 18, 2017 through June 30, 2017

OBJECTIVES: This Work Assignment provides support to various wet weather programs including stormwater, green infrastructure, combined sewer overflows (CSO), and sanitary sewer overflows (SSO), stormwater outreach, stormwater program development support, SSO/peak flows support, integrated planning for the WPD.

SCOPE OF WORK:

TASK 1 – Stormwater Outreach Support

The contractor shall support EPA in developing materials to educate stakeholders and provide assistance in developing and implementing effective stormwater programs. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 1A – Update the National Menu of Best Management Practices (BMPs) for Stormwater Phase II (Menu of BMPs)

The contractor shall provide ongoing maintenance and enhancements to the content on the Menu of BMPs available at <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/national-menu-best-management-practices-bmps#edu>. For planning purposes, the contractor assumes significant revisions to approximately 6 fact sheets and development of approximately 2 new fact sheets.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

SUBTASK 1B – Municipal, Construction and Industrial Stormwater Permitting Outreach

The contractor shall support EPA's development and implementation of an outreach program to help ensure compliance with the requirements of EPA's municipal stormwater program, industrial stormwater program's Multi-Sector General Permit (MSGP), and the construction stormwater program's Construction General Permit (CGP). This plan shall include development of materials for direct mailing (by EPA), production of web materials for posting on the NPDES website or to support other key stormwater resources, and assisting with 8 webcasts. For planning purposes, the contractor assumes webcasts are each approximately 2 hours in length, the production of 3-4 brochures, flyers, or other short outreach materials. Webcast archiving includes developing a 508 compliant transcript and inserting the corresponding slide titles to match the timing of the transcript within the audio file.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1C – Develop Stormwater Trainings

The contractor shall support EPA's development and implementation of a stormwater training program. For planning purposes, the contractor assumes the training program shall consist of approximately 2-4 one to three day workshops on various aspects of the six minimum measures, green infrastructure, green codes and ordinances, technical aspects, regulatory requirements, institutional issues, social benefits, writing better permits, and other related topics each year. The workshops shall include training based on EPA's *Getting in Step Guide for Conducting Watershed Outreach Campaigns* (EPA-841-B-03-002), the *Municipal Separate Storm Sewer System (MS4) Permit Improvement Guide* (aka MS4 Permit Improvement Guide), MS4 Permit Compendium, and other EPA guidance materials as directed, and shall emphasize proven social marketing strategies. The contractor shall work with EPA to develop power point presentations (80-100 slides each) and 2-5 training materials (i.e. speaker notes, student manuals). The contractor shall provide logistical support for these workshops and webcasts, including obtaining meeting rooms, equipment rentals and processing registration. The contractor assumes that two instructors are needed to teach the workshops and two instructors shall be needed for the webcasts. WACOR will be providing more specific technical direction as needed.

DELIVERABLES:

Deliverables shall consist of initial drafts, which are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 1D: NPDES Branch Chief Meeting, Chicago, IL – April 24 to April 27, 2017

WACOR is directing the contractor to do the necessary works as describe below to facilitate the NPDES Branch Chief meeting in Chicago, IL from April 24 to April 27, 2017.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR.
- Revise and finalize the BC meeting agenda as per direction of WACOR.
- Develop a survey for the regions to prioritize the BC agenda topics.
- Facilitate the BC meeting in Chicago, Il. starting April 24 -27.
- Develop a list of action item from the meeting.
- Continue to facilitate and monitor the actionable item after the BC meeting.
- Take the meeting notes and submit a report.

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR.
- Draft report within two weeks of the workshop end date.
- Final report within one week of receiving comments from WACOR.

SPECIAL INSTRUCTION:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

TASK 2 – Support Stormwater Program Development

Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published EPA Agency standards and requirements.

SUBTASK 2A – Municipal Program Development

The contractor shall collect, compile, analyze, and present information and data for use in supporting the development of the municipal stormwater program, including topics such as applicable regulatory requirements, permitting requirements, treatment technologies, performance information, environmental impacts, monitoring data analysis, and cost information. The contractor shall support EPA and EPA's assistance to authorized States and local municipalities in the development and implementation of municipal stormwater programs including public education and involvement, illicit discharge detection and elimination, construction, post-construction, and municipal operations. The contractor's support shall include conducting research, preparing technical assessments and drafting permit language that shall be used in the development of state and local programs, state municipal separate storm sewer systems (MS4) permits, and local ordinances. The contractor shall assume the creation of 2-3 documents. A Transportation Permit Guide/Compendium of permitting language specifically for Departments of Transportation is to be formatted for final posting on the website. The contractor shall review and compile annual reports, permits, and SWMPs, and technical studies/reports/research in support of developing. The contractor shall also support the development of updates to existing tools and documents, including: the MS4 compendium; the permit tracking spreadsheet; model ordinances, and the stormwater report (formerly the Report to Congress, drafted by EPA). The contractor shall support development and maintenance of a compilation of stormwater legal cases in an Excel format.

DELIVERABLES:

Deliverables shall consist of an initial draft that is due within 30 days of EPA providing

specific details via a written technical directive from the WACOR, 3 drafts, and a final (or revised draft) within 30 days of receipt of EPA comment. Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2B – GIS Maps

The contractor shall continue to update and revise the current Phase I and II MS4 coverage for each state and develop a national map of MS4 coverage areas using data both provided by EPA (including data provided by the state) and collected by the contractor and approved by the WACOR. The contractor shall also compile data and update the maps to include combined sewer areas, drinking water contributing areas, future development projections, and other similar topics. The contractor shall collect designation criteria developed by the permitting authority and any schedule the state has developed for phasing-in MS4 coverage. OWM's current MS4 database shall be one source of data for the summary report.

DELIVERABLES:

The contractor shall submit GIS Maps and accompanying reports (typically 50 pages or less). The MS4 coverage map report must describe coverage for each state, highlight states that have expanded beyond urbanized areas, and the state's designation criteria. For planning purposes, the contractor assumes the development of 3-4 different types of maps and 3-4 accompanying reports describing the dataset source, any data manipulation and assumptions, and general trends. Draft maps and reports are due within 3 weeks of technical direction issuance. Final maps and reports are due within 3 weeks of receipt of EPA comments on the drafts.

SUBTASK 2C – Municipal Separate Storm Sewer System (MS4) Program Cost and Pollutant Load Reductions

The contractor shall continue to update the reported costs of the MS4 Program (total cost and cost of any component of the stormwater program, i.e., six minimum measures, if available) document and determine pollutant loading reductions associated with the MS4 program. The MS4 analysis shall include both traditional and nontraditional MS4s, including departments of transportation. The data sources for this TASK, to be collected by the contractor, include stormwater management plans, annual reports, previous cost reports (*Phase II cost analysis, California Phase I cost survey* (Jan. 2005)), MS4 data collected via the information collection request surveys, and additional reports highlighting reductions in pollutant loadings from MS4 stormwater activities. The contractor shall continue to update the literature review and document pollutant loadings and/or volume reductions associated with MS4s. In addition, the contractor shall continue to estimate the cost of the monitoring and industrial inspections components of the MS4 program in order to determine if these activities are appropriate requirements for small MS4s.

Under this task the contractor will support the development and/or completion of documents and outreach materials associated with projects initiated under previous work assignments, including: ICR summaries, state performance standards, detention basin analyses, landscape code review, and BMP cost analyses. This work may also include support for the development of papers for submission for publication in peer reviewed literature; for the purposes of the cost estimate, the contractor can assume support for one peer reviewed publication.

DELIVERABLES:

The contractor shall provide an updated draft MS4 Cost Report and MS4 Pollutant Loading Report (typically 50 pages or less) for the MS4 program within 30 days of receipt of technical direction and final reports are due within 15 days of receipt of EPA comments. EPA estimates the need for up to 3 iterations of each draft document.

SUBTASK 2D – Industrial Program Support

The contractor will support EPA’s implementation of the Multi-Sector General Permit, including developing tools to assist with permit compliance, updating MSGP-related guidance documents, and other related permit issuance tasks. The contractor will also assist with evaluating permittee compliance with the ESA-related requirements in the permit. In addition, the contractor will provide support to EPA in developing outreach strategies and other materials. The contractor assumes the creation of approximately 5 documents.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA.

SUBTASK 2E – Construction Program Support

The contractor will support EPA’s implementation of the 2017 Construction General Permit (CGP), including developing tools to assist permittees with permit compliance, updating CGP-related guidance documents, and other related permit issuance tasks. In addition, the contractor will provide support to EPA in developing outreach strategies and materials to improve compliance. Specific tasks may include:

- Modify existing guidance documents:
 - Updated Stormwater Pollution Prevention Plan (SWPPP) Guide (1 document approximately 50 pages in length).
 - Updated inspection and corrective action report forms (2 documents approximately 6 to 12 pages in length).
 - Updated Small Residential Lot SWPPP Template.

- Assist in development of new permit guidance materials, including:
 - Fact sheets (3 documents 5-10 pages in length) – covering selected implementation topics.
- Assist in resolving technical questions and issues related to the revised Low Erosivity Waiver (LEW) calculator.

DELIVERABLES:

Deliverables will consist of initial drafts that are typically due within 30 days of EPA providing specific details via a written technical directive from the WACOR and final versions (or revised drafts). Final versions are due within 15 days of receipt of comments from EPA. All final documents shall be 508 compliant.

TASK 3 – MS4 Remand Rule Support

The contractor shall support EPA in implementing the final MS4 General Permit Remand Rule. This support is expected to include drafting technical assistance materials, helping to complete the associated Permit Quality Review checklist, reviewing draft state general permits, compiling information on existing state permit requirements, and assisting the preparation of presentation materials. The contractor will also provide assistance in developing a proposed rulemaking to modify the eReporting rule for consistency with the MS4 General Permit Remand Rule. Content and publications that will be added to the NPDES website must be compliant with Agency standards, including 508 accessibility, metadata, and other published Agency standards and requirements.

DELIVERABLES:

Deliverable shall consist of initial drafts, which are due within 30 days of EPA providing specific details via a written technical directive from the WACOR, and a final version (or revised draft) within 15 days of receipt of EPA comment.

TASK 4A – Integrated Planning Technical Assistance

In 2014 EPA provided technical assistance to 5 communities to support development of components of integrated plans for wastewater and stormwater management that will provide examples of how communities use the Integrated Planning process. The communities are: Onondaga County, NY; Burlington, VT; Durham, NH; Santa Maria, CA and Springfield, MO. Three draft reports summarizing the results of the technical assistance projects have been developed. Under this task, the contractor will review comments from EPA and from the communities that received the technical assistance and will make appropriate revisions to finalize the reports. The contractor will also assist with development of presentation materials based on the reports.

DELIVERABLES:

The contractor will deliver 3 final reports within 4 weeks of receiving comments on the each of the 3 draft reports from WACOR. Presentation materials will be due within 2 weeks of EPA providing specific details via a written technical directive from the WACOR. A final version is due within 1 week of receipt of comments from EPA. All final reports shall be 508 compliant. The contractor shall update the website within 1 week of receiving technical direction from the WACOR.

TASK 4B – Long-term Stormwater Planning Technical Assistance

In 2016 EPA initiated technical assistance to 5 communities to support long-term stormwater planning. These communities are:

- Burlington, Iowa
- Chester, Pennsylvania
- Hattiesburg, Mississippi
- Rochester, New Hampshire
- Santa Fe, New Mexico

EPA will work with each recipient community to define a technical assistance project that will a) serve EPA in developing practical examples, knowledge and resources on stormwater and integrated planning that can be transferred to other communities and to a national audience, and b) advance the implementation of long-term stormwater planning in the selected community in accordance with efforts launched last October. See: <https://www.epa.gov/npdes/stormwater-planning>. This will also result in a trial run of the draft guide *Community Solutions for Stormwater Management: A Guide for Voluntary Long-Term Planning*, including recommendations for improvement of the guide based on experiences in each community.

The contractor will participate in planning meetings with the communities and related federal, state, and/or local stakeholders as needed and directed by EPA WACOR. There will be regular conference calls with stakeholders. There may also be travel necessary to the communities to engage in meetings and help facilitate stakeholder engagement in the plan development process. The contractor can assume five non-local trips will be required during this period of performance, one to each of the communities for workshops/meetings to aid in the development of long-term stormwater plans.

The contractor will support technical analyses of stormwater and/or wastewater solutions if the EPA identifies the need for this support during the project. Analyses could be related to:

- Identifying goals of long-term stormwater planning efforts;
- Describing any applicable water quality, human health and regulatory issues;
- Describing existing stormwater and/or wastewater systems and their performance;

- Planning to encourage the active participation of the community in development and implementation of a long-term stormwater plan;
- Examining alternatives;
- Examining investments and implementation schedules;
- Compiling and reviewing resources to support a web-based Stormwater Toolkit;
- Measuring success; and
- Improving the long-term stormwater plan.

DELIVERABLES:

- The contractor will prepare meeting agendas and submit for EPA review and approval 2 weeks prior to the meeting and deliver draft meeting notes as directed by the EPA WACOR for calls and meetings held with technical assistance communities and/or other stakeholder groups.
- Draft notes will be delivered within five (5) business days after the meeting.
- Revised notes will be delivered within five (5) business days of receiving comments from the EPA WACOR.

SPECIAL INSTRUCTION:

For planning purposes, the contractor can assume that during this period of performance there will be one meeting per week. Technical analysis deliverables and deadlines will be established based on the specifics of each task and will not be required any sooner than five (5) business days after assignment. EPA does not anticipate the final outreach reports will be finalized during the period of performance, but related interim deliverables will be drafted. EPA WACOR will be issuing Technical Directions as needed.

TASK 5 – General Data Analysis/Organization/Logistical Support

The contractor shall provide technical assistance to expedite the execution of major revisions and improvements to current wet weather regulations, permits, and case studies. Tasks shall include: providing summaries and analyses of data; compiling information (e.g., survey data; model evaluations) into documents as identified by work groups; providing logistical support to conference calls (securing conference lines, facilitating discussions and note task). Over the course of the performance period. The contractor assumes 5-6 short summaries/outlines for committee scope of work and 3-4 papers with expanded descriptions of data needs and analyses. WACOR will be providing more specific technical direction for this task. For planning purpose EPA believes this task will be no more than 50 LOE.

DELIVERABLES:

Deliverables consist of logistical support, compiled information, and draft papers. Draft short summaries/outlines are to be completed within 2-3 weeks after receiving the technical directive from the WACOR. Final short summaries/outlines are to be completed 1-2 weeks after receipt of EPA comments. Draft papers and preamble text with expanded descriptions of data needs and analyses are to be completed within 2-3 weeks after receiving technical directive from the WACOR. Final papers are to be completed 1-2 weeks after receipt of EPA comments.

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 6 – Wet Weather Data Assessment and Tracking

The contractor team will provide support to CSO/SSO data assessment and tracking efforts, including tracking, reporting, and updating NPDES permit or enforcement orders and related information specific to CSO/SSO activities. Some specific examples of this type of data assessment and tracking are updating the number of CSO permits or enforcement orders with LTCP or other acceptable long-term CSO control plan, determining the number of LTCPs required and the submission/approval dates, status of implemented CSO control plans. For planning purpose EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Contractor shall provide the initial draft document within 2 weeks of receiving the technical direction from WACOR
- Contractor shall provide the final document within 2 weeks of receiving comments on the draft document from WACOR

SPECIAL INSTRUCTION:

WACOR will be providing more specific Technical Directive (TD) as needed.

TASK 7 – Support for the Great Lakes CSO Public Notice Rulemaking**SUBTASK 7A: Guidance for Permittees**

A draft compendium of current public notice practices was compiled under a previous contract to highlight current notice practices for sewer overflows across the US. Contractor will be asked to make improvements and/or modification to that document to finalize it for use as a record item for the final rulemaking. Additional deliverables may be added under this task in the future (e.g., potentially a guidance document for

permittees); for initial cost estimate the contractor can assume the main deliverables are related to the compendium.

DELIVERABLES:

- Contractor shall provide the initial revised draft document within three weeks of receiving the technical direction from WACOR.
- Contractor shall provide the final document within two weeks of receiving comments on the draft document from WACOR.

SUBTASK 7B: Regulatory Analyses and Information collection request (ICR)

The contractor shall support the development of an ICR and economic analysis for the final rulemaking which estimates the burden of the new requirements on permittees and states. An ICR was developed for the proposed rulemaking and EPA expects comments on that ICR. When comments are received, both from the public and from OMB, the contractor will review and summarize those comments on the ICR. An economic analysis was also included in the proposed rulemaking record. That analysis uses many of the assumptions presented in the ICR. The contractor will review and summarize public comments received on the economic analysis. The contractor will also review draft versions of the final regulatory text and summarize any changes that will need to be made to the ICR and economic analysis to reflect the final rule. The contractor will meet with EPA (by phone or in person) to discuss details of changes to the scope and assumptions in the ICR and economic analysis that will be used to estimate the burden of the new requirements of the final rule on permittees and states.

Additional deliverables may be added under this task in the future; for initial cost estimate the contractor can assume the main deliverables under this period of performance are related to summarizing comments, discussing potential changes to the analyses, and preparing early drafts of the final rule ICR and economic analysis.

DELIVERABLES:

- Contractor shall provide summaries of comments received on the ICR and economic analysis within two weeks of the close of the public comment period and within two weeks of receiving any additional comments from OMB.
- Contractor shall prepare for and participate in meetings/calls with EPA to discuss potential changes to the ICR and economic analysis within five days of receiving technical direction from WACOR.
- Contractor shall provide Draft ICR and economic analysis within three weeks of meeting with EPA regarding scope and assumptions.

SUBTASK 7C: Comment Response Support

Support to respond to public comments may include, but is not limited to, the following activities: reviewing, assessing, and compiling public comments; supporting coding of

comments and entering them into a database that can be used by all appropriate personnel that will be developing or reviewing comment responses; compiling information that will be used to develop responses to comments; and drafting and revising responses.

Responses may consist of individual comment responses, or they may be in the form of essays that address major issues or frequently stated comments. The contractor shall provide monthly reports regarding the status of comment response activities, including summary statistics for the number of comments for which responses have been drafted (or not drafted) and the review/approval status of the responses.

At this time, EPA anticipates that comment response efforts will begin under the period of performance for this contract, but they will not be completed. Activities that may occur during this period of performance are likely to include: summarizing significant comments received, coding public comments, and entering comments into a database. Limited work may be requested on responding to comments during this period of performance as well, subject to rulemaking schedule.

DELIVERABLES:

- The contractor shall prepare a summary of significant comments received within two weeks of the close of the public comment period.
- Based on technical direction from EPA, the contractor will be asked to propose a coding scheme for public comments.
- Based on technical direction from EPA, the contractor will be asked to organize all public comments received into a comment response database, or other format agreed upon with EPA. This shall be delivered to EPA within four weeks of EPA's approval of the proposed coding scheme.
- Based on technical direction from EPA, the contractor may be asked to begin developing responses to comments. For planning purposes, the contractor can assume that EPA will ask for draft responses to two comment response code categories during this period of performance.

SUBTASK 7D: Outreach and Related General Support

Contractor will provide technical support for rulemaking efforts which may include participation in meetings with outside stakeholders, outreach to stakeholders and/or permit writers, development of support materials for meetings and/or writing notes from meetings and generating documents for the rulemaking record.

For the purposes of the contractor cost estimate, contractor can assume that local outreach meeting support will be needed for 10 two-hour meetings by phone and five, local in person meetings. In addition, contractor can assume 120 hours of support related to data analyses.

DELIVERABLES:

- The contractor may be asked to help prepare materials to be distributed to meeting attendees.

- The contractor shall generate meeting notes that will be delivered to EPA within one week of the meeting. The contractor can anticipate two rounds of revisions to the meeting notes, based on EPA review and comment.
- Other general technical support will be requested by technical direction on an as-needed basis.

SUBTASK 7E: Record Support

The contractor shall assemble and maintain a record of all documents relevant to the rulemaking proceedings. The contractor shall request authorization from EPA to contact the Water Docket and enter information into FDMS. When authorization is received, the contractor shall contact the Office of Water Docket to ensure that the record will meet the docket requirements including any electronic docket requirements. This includes preparation of electronic versions of documents for the Agency's electronic docket system. The index of rulemaking record materials shall be submitted to the WACOR quarterly and one month prior to the planned final rule signature date. The record documents and index are to be delivered to the WACOR upon completion of the Work Assignment or when directed by the WACOR in writing.

The contractor shall support revisions that are needed to record items from the proposed rule docket, based on public comments (and associated data submitted during the public comment period). The contractor shall also support analyses of data or information received during the public comment period or that has been identified by EPA since the proposal. For the purpose of the contractor's cost estimate, the contractor can assume 100 hours of support will be needed related to updating record items from proposal and/or generating new items for the record under this task during the period of performance.

DELIVERABLES:

- The contractor shall submit the index of record materials to EPA quarterly.
- The contractor shall submit record documents and index to WACOR upon completion of the Work Assignment or when requested by written technical direction from the WACOR before the completion of the WA.
- The contractor shall submit draft revised record documents, as directed by EPA based on public comments, within 14 days of receiving direction from EPA.
- The contractor shall submit draft new record items within 21 days of receiving direction from EPA.
- The contractor shall submit revised record documents, based on comments from EPA's review of drafts, within 7 days of receiving EPA's review comments.

TASK 8: Combined Sewer Overflow (CSO) Program Support

Finalizing Advanced Technology for Wet-Weather Control and Decision Support Document

- The contractor shall make the document 508 compliant.

- The contractor shall format the document as necessary.
- The contractor shall do some minor modification as per technical direction of WACOR.
- WACOR will be providing the draft Advanced Technology for Wet-Weather Control and Decision Support document.
- For planning purposes, EPA believes this task will be no more than 20 LOE.

DELIVERABLES:

- Draft Word version within 2 weeks of receiving the documents from WACOR.
- Final PDF and Word version within 2 weeks of receiving comments from WACOR.

TASK 9 – Developing the Quality Assurance Project Plan (QAPP)

EPA requires that all environmental data used in decision making be supported by an approved QAPP.

Incremental QAPP Development: To facilitate getting the work started as soon as practicable, the contractor and Work Assignment Manager may determine which work needs to be initiated first and the most advantageous sequence for beginning the remainder of the work. Then the contractor may develop the QAPP incrementally, and the QA Coordinator shall review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. As the contractor learns what data shall be involved, the contractor can develop the data specific portion(s) of the QAPP. Each portion of the QAPP should include a data element table.

QAPP Submittal: The contractor shall submit the draft QAPP for a data-related activity at least 15 working days before the activity's anticipated start-work date. Before preparing the first few sections of the QAPP, the contractor should meet or confer with the WACOR and QA Coordinator to discuss developing the QAPP.

Data Quality Requirements: The contractor shall develop data quality requirements (DQRs) and methods for achieving them for the data elements in their DELIVERABLES. Descriptions of data quality requirements (DQRs) and methods for achieving these DQRs developed under this work assignment shall be added to the Office of Water DQR library for use in developing QAPPs for future projects. Such descriptions of DQRs and methods for achieving them shall be the property of EPA.

DELIVERABLES:

- A. A QAPP that describes the contractor's plan for
 - Identifying the data elements for any data-related activities, and for each of these data elements identifying either (i) the data quality requirements

- (DQRs) or (ii) the policy that states DQRs are not required,
 - Describing their methods for achieving the DQRs, and
 - Assuring any environmental data contained in the DELIVERABLES shall (i) be of sufficient quality for their intended primary uses and (ii) have adequate quality documentation for determining whether these data are of sufficient quality for future secondary uses.
- B. Monthly progress reports that (a) describe the contractor's progress on implementing the QAPP and resolving old data quality issues, (b) describe any new issues, and (c) provide the LOE and cost expenditures for developing the QAPP.

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 2,000 hours.

This estimated additional level of effort (LOE) for this Amendment 2 is 660 hours.

OTHER REQUIREMENTS:

Travel:

Travel to selected EPA regional offices, State agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and shall be approved by the PO prior to travel.

Special Reporting Requirements:

In addition to the reporting requirements in the contract, the contractor shall track and report LOE and cost expenditures by individual TASKs and sub-TASKs in the monthly progress report. The contractor shall provide monthly cost breakdown by specific line items and make necessary adjustment as needed and suggested by WACOR.

Also, the contractor shall submit brief reports on the status of the entire task within this work assignment. This report shall provide a narrative summary on the status of each task. The report should also provide Earn Value Method (EVM) chart and graph for cost and LOE.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

SECTION 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they

develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access available to others. The contractor needs to make sure EPA is in compliance with Section 5088 requirements.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

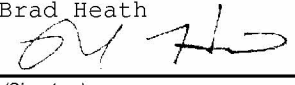
SPECIAL INSTRUCTION:

- The contractor shall follow the Federal Green Policy whenever it is applicable.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of DELIVERABLES of the problems associated with the development of DELIVERABLES.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to DELIVERABLES not less than one week prior to the DELIVERABLES date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) shall allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR shall document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR shall review monthly progress reports for indicators of problems not previously mentioned. The WACOR shall also monitor the timely receipt of DELIVERABLES. For those that are late without prior notice, the EPA shall formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA shall rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA shall rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all TASKs. The contractor should not</p>	<p>The EPA CL-COR shall routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and</p>	<p>EPA shall thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor shall be rated "unsatisfactory" in this category.</p>

	<p>exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, shall result in an unsatisfactory rating in the NIH Contract Performance System.</p>
<p>Quality of Product/Services The contractor shall ensure documents developed under this TASK order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR shall review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract shall result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 0-06				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2017 Base <input checked="" type="checkbox"/> Option Period Number			Title of Work Assignment/SF Site Name NPDES Permit Writers' Course				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 03/23/2017 To 06/30/2017				
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee		LOE:			
Cumulative Approved:					Cost/Fee		LOE:			
Work Assignment Manager Name David Hair <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2287 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name Sarita Hoyt <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1471 FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>  (Signature) </div> <div>3/23/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 0-06**

Title: Technical Support for NPDES Permit Writers' Training

WACOR: David Hair (4203M)
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-2287

Alternate WACOR: Sharmin Syed
Water Permits Division
Office of Wastewater Management
U.S. Environmental Protection Agency
Washington, D.C. 20004
202-564-3052

Period of Performance: March 23, 2017 through June 30, 2017

Background Information: The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the National Pollutant Discharge Elimination System (NPDES) permit program. This program regulates point source discharges of pollutants to surface waters of the United States. Development and implementation of training, guidance and outreach/communication tools are an important part of its mission.

The objective of this work assignment is to provide technical support to WPD in its continued effort to develop and implement training, guidance, and outreach/communication activities, targeting NPDES permit writers and other key NPDES program stakeholders, such as regulated point source dischargers. Training support will include the continued development and implementation of the NPDES Permit Writers' Course, as well as other training courses and training materials that promote effective and efficient implementation of the NPDES program.

Performance Work Statement: Contract Section 3.9

The administrative and technical tasks to be provided by the contractor under this work assignment shall support management, technical and logistical tasks associated with developing training materials and delivering the NPDES Permit Writers' training course. The contractor will not be involved in Agency policy or decision making.

The Performance Work Statement establishes activities, described in the tasks below, to be conducted by the contractor in EPA FY2017.

Task 0: Develop Work Plan

The contractor shall develop a Work Plan that describes the technical approach that will be used to accomplish the specific tasks listed below.

Deliverable: Work Plan describing planned activities.

Task 1: Support for Developing and Implementing the NPDES Permit Writers' Training Course

The contractor WAM (and other key contractor staff) shall schedule a half-day meeting with the WACOR as soon as possible following receipt of the PWS to discuss the transition process and the specific logistical and technical activities required to support the NPDES Permit Writers' Training Course. Based on this meeting, the contractor shall begin drafting Standard Operating Procedures (SOPs) that describe the steps involved in pre- and post-course logistical and administrative activities to support future NPDES permit writers' training courses. At a minimum, the SOPs shall address the following:

- course scheduling, including identifying and securing suitable meeting facilities
- setting up and conducting participant registration
- preparation and shipping of student handout materials identified by the WACOR (e.g., course workbook, CFR, folder, USB w/ references)
- on-site logistical and technical support (see Task 1.B.)
- preparation and shipping of all course support materials (used on-site during instruction)
- procedures for distribution of "certificates of completion" to course participants at the end of each workshop.
- development of a summary report on the quality, usefulness, and presentation of the training (based on comments provided by course participants as reported on a course evaluation form provided by the WACOR)

The contractor WAM (or key technical staff member) shall attend the NPDES Permit Writers' Course scheduled for the week of May 1-5, 2017, in Kansas City, Missouri. The Contractor shall observe the practices used by EPA staff and current contractor to conduct the course. Based on discussions with the WACOR during the course, the contractor shall draft and incorporate additional SOPs that describe the activities that will be supported by the contractor in future NPDES Permit Writers' Courses.

The contractor shall provide a draft version of the course SOPs by May 30, 2017. EPA will review the draft SOPs and will provide comments following the permit writers' course described in Task 1.B. The contractor shall address EPA's comments and provide a final version of the SOPs by June 30, 2017.

Deliverable: Draft and Final SOPs describing the logistical and technical support to be provided by the contractor for future NPDES Permit Writers' Training Courses.

The Contractor shall provide one qualified instructor to present selected course modules for the NPDES Permit Writers' Training Course to be held in Austin, Texas, the week of June 12-16, 2017. The instructor will utilize the materials and format provided in the NPDES Permit Writers' Course Instructors' Manual. A resume presenting the proposed instructor's knowledge and experience in the NPDES program and/or related experience that warrants consideration shall be provided with the work plan. The instructor selected by the Contractor and approved by EPA for this course shall participate in practice sessions scheduled with the WACOR prior to the course in Austin, Texas.

Following the Austin, Texas, course, the contractor shall collect and begin management of all NPDES Course materials and shall prepare the materials for use at subsequent courses consistent with the SOPs developed in Task 1.A.

Requirements

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise of progress and problems. All documents shall be delivered in MS Word as requested by the WACOR. The contractor shall notify the WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as directed by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All electronic media submitted to the WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on the appropriate electronic media in a format compatible with Water Permits Division hardware.

Travel

This work assignment requires travel. Specifically, one contractor representative will be required to travel to the 5-day NPDES courses in Kansas City, Missouri, and Austin, Texas. Additionally, some limited local travel may be necessary to attend meetings with the WACOR.

All out-of-town travel shall be approved in advance by the CL-COR and shall be in accordance with the contract.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Quality Assurance Statement

A quality assurance project plan (QAPP) is not required for Tasks 1 of this project because it does not involve the generation, management, distribution, or use of primary environmental data that will be used or have the potential for use in environmental decision making.

Deliverable	Schedule
Task 0. Work Plan to describe the activities needed to complete the required Tasks.	In accordance with contract requirements
Task 1A(1). Draft NPDES Permit Writers' Training Course SOPs	May 30, 2017
Task 1A(2). Final NPDES Permit Writers' Training Course SOPs	June 30, 2017
Task 1B(1). Participation in 5-Day Basic Permit Writers' Course – Austin, Texas	June 12-16, 2017

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
Management and Communications: During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the NIH Contract Performance System.</p>
Cost Management and Control: The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Managers to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost over run of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the NIH Contract Performance System.</p>
Quality of Product/Services \The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the NIH Contract Performance System.</p>